

[Your Name]
[Your Title/Position]
[Your Organization/Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization/Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce the upcoming release of [Title of the DVD] on [Release Date]. Join us for a special event to celebrate this milestone in [specific genre: film, documentary, etc.].

Event Details:

Date: [Event Date]

Time: [Event Time]

Location: [Event Venue]

Dress Code: [Dress Code, if applicable]

As an avid supporter of [relevant genre/field], we would be thrilled to have you attend the screening, followed by a Q&A session with key members of the creative team.

We hope to share this artistic journey with you and celebrate the passion that brought this project to life.

Please RSVP by [RSVP Deadline] to [RSVP Contact Information].

Looking forward to celebrating together,

Warm regards,

[Your Name]

[Your Title/Position]

[Your Organization/Company]